**LETTER TEMPLATE**

**ENTRY LEVEL COVER LETTER**

**[Your Name]**

**[Your Address]**

**[Your City, State Zip Code]**

**[Your Phone Number]**

**[Your Email]**

**[Date]**

**[Name]**

**[Job Title]**

**[Company]**

**[Street City, State]**

**[Zip Code]**

Dear Mr./Ms. Last Name,

Please accept my resume for the research technician job you have advertised or, indeed, for any other position that would be suitable for me with your organization. I am confident that my background and skills in research techniques will prove to be an effective match for your qualification’s requirements. I have had a great deal of laboratory experience in chemistry and biology, both indoors and in the field. In the lab, I have performed chemical reactions and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry.

While working for Experian Research Laboratory, I successfully applied my research skills and worked closely with the samples being studied. I supported the research in completing assigned experiments and recorded and analyzed massive amounts of data. This experience gave me the opportunity to work closely with a team of researchers and helped me to understand the importance of good lab practices.

My research experiences have been positive ones due in part to my interpersonal skills. I work well in teams, am reliable and organized, and am enthusiastic to learn. I am sure that I will carry over the same enthusiasm and skill in doing research at your institution.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Signature **(hard copy letter)**

**[First Name Last Name]**